

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL
INTERIOR PROPERTY MANAGEMENT REGULATIONS
(410 DM ADDITION TO IPMR)

114-44

44.5000

Donation of Personal Property

Direct Donation of Excess
and Surplus Personal Property

Subpart 114-44.50 Direct donation of excess and surplus personal property.

§114-44.5000 Scope.

This part prescribes Department policies concerning the donation of excess and surplus educational and scientific personal property to educational institutions. It includes procedures for donation under the Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. 3710 (i), and Executive Order 12821, dated November 16, 1992.

§114-44.5001 Definitions.

The following definitions apply to this subpart:

- (a) **Cooperative agreement.** A written agreement with a prospective donee establishing a relationship and stating its aims.
- (b) **Education-related Federal equipment.** Equipment that is appropriate for educational purposes.
- (c) **Excess personal property.** Personal property no longer required by the Department of the Interior.
- (d) **Research equipment.** Federal property determined to be essential to the conduct of scientific or technical educational research.
- (e) **Technical and scientific education and research activities.** Non-profit tax exempt public educational institutions or government sponsored research organizations which serve to conduct technical and scientific education and research.

§114-44.5002 Procedures.

The following procedures must be fully complied with for a property donation under this subpart:

- (a) Each bureau/office must designate in writing an authorized official to approve donations.
- (b) Property targeted for donation must first meet the requirements of IPMR 114-43.102-51.

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44.5002(c)
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(c) The donee must enter into a written cooperative agreement prior to the initial donation of property.

(d) Donations will be accomplished by completing a Standard Form 122, "Transfer Order - Excess Personal Property" which includes authority references, i.e., Stevenson-Wydler and/or E.O. 12821.

(1) The Standard Form 122 must be signed by both the authorized official required in (a) above, and an authorized official of the donee organization.

(2) The Standard Form 122 must reference the number, or other unique identification symbol of the cooperative agreement.

(3) A completed signed copy of the Standard Form 122 must be kept on file at both the donor and authorizing official offices. The donor office copy must be kept on file for a minimum of three years. The authorizing official's copy must be retained until reporting requirements in 114-44.5006 are met.

§114-44.5003 Restrictions.

The authorizing official may approve donations of excess personal property in the following Federal Supply Category (FSC) groups:

(a) Eligible FSC groups.

| <u>FSC Group</u> | <u>Name</u> |
|------------------|--|
| 19 | Ships, Small Craft, Pontoons, and Floating Docks |
| 20 | Ship and Marine Equipment |
| 23 | Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles |
| 32 | Woodworking Machinery |
| 34 | Metalworking Machinery |
| 35 | Service and Trade Equipment |
| 36 | Special Industry Machinery (copiers) |

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|----|---|
| 40 | Rope, Cable, Chain, and Fittings |
| 43 | Pumps and Compressors |
| 48 | Valves |
| 49 | Maintenance and Repair Shop Equipment |
| 51 | Hand Tools |
| 52 | Measuring Tools |
| 56 | Construction and Building Materials |
| 58 | Communication, Detection, and Coherent Radiation Equipment |
| 59 | Electrical and Electronic Equipment and Components |
| 61 | Electric Wire, Batteries, and Power Distribution Equipment |
| 66 | Instruments and Laboratory Equipment |
| 67 | Photographic Equipment |
| 70 | General Purpose Automatic Data Processing Equipment, Software, Supplies, and Support Equipment |
| 71 | Office Furniture, Shelving, Bins, Miscellaneous Fixtures |
| 74 | Office Machines and Visible Record Equipment |
| 75 | Office Supplies, Devices, and Accessories |
| 77 | Musical Instruments, Phonographs and Home-type Radios (Specifically Televisions and Two-way radios) |
| 76 | Books, Maps and other Publications |
| 81 | Containers, Packaging, and Packing Supplies |

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(b) Property condition. This donation authority shall not be used as a method of "dumping" excess property or as an alternative to authorized reduction to scrap. Property targeted for donation should be in working condition and not obsolete for the purposes for which it is intended. However, at the request of the donee, inoperable or obsolete property may be donated for disassembly and reuse of parts.

§114-44.5004 Title to property.

Title to excess personal property donated under this subpart will automatically pass to the donee once appropriate documentation is completed and signed by all parties. A donee may not, however dispose of property that is operable or not obsolete at the time of transfer for one year from the date of transfer.

§114-44.5005 Costs.

Donated excess personal property is free of charge. However, the donee must pay all costs associated with packaging and transportation, unless other arrangements have been made.

§114-44.5006 Reports.

The authorized official required by IPMR 114-44.5002 (a) must forward either a copy of each approved SF 122 to the General Services Administration or consolidate the activity on an annual letter-form report to GSA.